

MEMORANDUM FOR: Director of Planning, Programming and Budgeting

SUBJECT : Copy Machine Study

REFERENCE : Memo dtd 21 June 68 to DD/I, DD/P, DD/S&T,  
DD/S fr D/PPB; Same Subject

1. This is in response to the request in the referent memorandum for comments on the Copy Machine Study prepared by the Systems Analysis Staff of your Office.
2. We agree that controls on copy machines and their use are essential. Security, uniformity, and dollar considerations all support the requirements for such controls. However, controls over the use of copying machines must be with the Directorates. Only the Directorates can determine their need for copies, which logically should be based on the substance of the information in the document and the assignment of action to be taken on the subject matter. No Agency-wide central point would have the expertise to make this determination.
3. The Office of Logistics and the Records Administration Branch of the Support Services Staff should assist each Deputy Director in determining the type of machine needed to achieve his record copying requirement. Assistance also could be provided in reorganizing and perhaps relocating his copying facilities in copy centers to achieve maximum utilization and control of the machines. Such reorganization should result in the consolidation and reduction in the number of copy machines, which, in turn, would reduce the number of control points that have to be administered.
4. Each Deputy Director should spell out a specific program of control for the operation of his copy centers. He should specify the approvals necessary for copy production and the reporting system of copies made. Other controls could be established for uniformity of operation such as numbering of copies, accountability of copies, destruction date for copies, etc.

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GROUP 1  
Excluded from automatic  
downgrading and  
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5. Each Deputy Director would have to supply the necessary facilities and manpower from his own resources to achieve his record copying requirements. He would then be in a position to create controlled copy centers in his Directorate in lieu of having copy equipment spread throughout the Agency with no limitations or records controlling the copying activities.

R. L. Bannerman  
Deputy Director  
for Support

cc: ✓ Director of Logistics  
Director of Security  
Chief, Support Services Staff

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Approved For Release 2001/11/01 : CIA-RDP78-00433A000100090008-5